

7 January 1980

NOTE FOR: Harry Fitzwater

Harry
Ref attached sabbatical, DDCI has reviewed the proposal (and my comments thereto) and has decided the following:

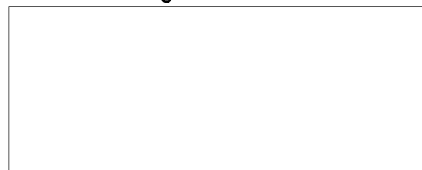
- Change seven year wait for eligibility to five years. Although CSC Reform Act says seven years, CIA retirement is usually earlier than CSC retirement and we have rationale and authority for deviations.
- Check the statement on payback of training costs and salary with General Counsel. More practical to get back former than latter.
- Amend reassignment paragraph to SIS Executive Development rationale so that DCI/DDCI can also select.
- See comments on general idea of numerical goals.

Harry, suggest you revise per DDCI comments. We can discuss further if you disagree with any of these changes.

Also, please prepare, when revised, DDCI cover note to the Executive Committee asking for review/comment in 5-10 working days, noting that your SIS working group has discussed draft with reps from five career services.

Also ask General Counsel separately for their views on legality and practicality of retrieving both training and salary costs.

STAT



4 January 1980

Frank--

Frank

STAT

Attached is Fitzwater [] proposal for SIS Guidelines on Sabbaticals for your approval. I have the following comments.

- Definition (#2) is good and overall is good policy, with the following questions:

I agree with you & Danny. Civil Service has later service very few will be eligible if they have to wait 7 years & then can't be eligible for retirement! We have rationale for denying from SES. JC

I question the seven-year wait for eligibility (paragraph 3) as did someone else (see notes in folder). Fitzwater's response is that this is in line with SES and we ought to leave it at seven years. Since the average age of hitting supergrade rank is in the early 40s, the sabbatical eligibility will hit people in their last few years. I think we ought to catch them earlier than that so that five-ten years of work is left of value to the Agency. I would push for five-year eligibility.

Ref paragraph 4, I am not quite sure it is legal--or desirable--to state that an employee who does not serve at least two years after sabbatical will pay back both his training costs and his salary. I can see recovering training costs, but I doubt the Agency can put a claim for \$50,000 or so on an individual and make it stick. That should be amended, to read repay the cost of training only.

Check with OGC. I think you are right. What is current practice re try in University?

Last paragraph (#6) states his component is responsible for assignment upon return. I would like to see that opened up a bit with some words added saying that he could also be eligible for reassignment to another component under the SIS Executive Development program. Thus the sabbaticals could be used by top management to select top notch supergrades, aim them at particular broadening sabbaticals, and reassign them for purposes of DCI/DDCI executive development goals. To do this, we should add words to paragraph 6 that the DCI/DDCI can also propose sabbaticals not just his component.

Yes

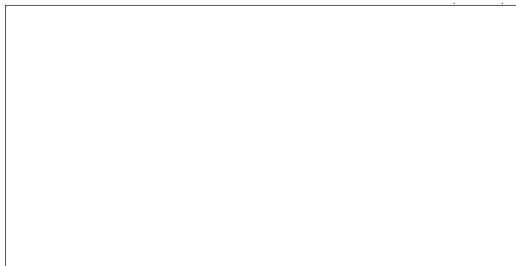
I am not too concerned since DCE/DDCI approve. But it might be good to say DCE will not push you.

This guideline is too open-ended, that is, there is no upper limit to the number that can take sabbaticals in any one year. You can be faced with 30 to 50 applications per year. It may be desirable to set an upper limit (DCI/DDCI do that) that can be amended every year up or down depending on DCI goals. For instance, two percent of SIS positions annually would be about nine or ten sabbaticals Agency-wide, four percent would be 18, etc. The quota can be passed downward if desired to each directorate based on their proportion of

SIS members, but each service can/should send to the Agency Selection Board two or three extra applicants. The DCI/DDCI will make final decision.

- The approval procedure is a bit complicated: applicant to component to head of service to CIA Training Selection Board to DDCI/DCI. Is the CIA Training Selection Board the one we want to do this? Or should it be an SIS Executive Development Committee? I think it ought to be the latter.
- One final point, this has been prepared by the Office of Personnel and the Office of Training and cleared through DDA. In accordance with our past procedures, I think Executive Committee or the heads of the five career services ought to see it before you approve. A five or ten day deadling will be sufficient for that. If you agree, I will send it around for Executive Committee comment.

*for
agrees
for dissemi
STAT - VP*



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REMARKS

Danny,

Per your comments, we have changed paragraph 6, second sentence, to include "the expected results of sabbatical in terms of contributing to the employee's effectiveness or otherwise enhancing CIA's mission."

On the matter of changing the seven-year requirement to five years: this was discussed during an EXCOM meeting. It was decided that it would be best to avoid deviating from the provisions of the Civil Service Reform Act excepting in those instances where a deviation was considered essential for CIA. It is quite

(over)

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likely that the Congress, OPM, and perhaps GAO will examine the operation of the SES government-wide, as well as equivalent programs after the first year. It was believed by the EXCOM, and I still feel that way, that it would be prudent to conform generally, and to deviate only on key items. After the first year, we can take a new look.

Please keep in mind also that training of this type is available under the Government Employee Training Act, thus, the Career Services can use the provisions of that Act for SIS members who do not meet the seven-year requirement.

Harry E. Fitzwater

STAT

D/op

Harry - Per our discussions:

Para 3. I think that waiting for seven years of service in a supergrade capacity before becoming eligible is too much. I would rather catch them earlier - like 5 years. Why spend money on a sabbatical when they are long in the tooth and on their last leg?

Para 6 - This para should contain something about justification or expected results.